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6 June 1963

63-44112
DD/P 3-2916

MEMORANDUM FOR: Deputy Director/Plans
Deputy Director/Intelligence
Deputy Director/Research
Comptroller

SUBJECT : Establishment of an Office of Computer Services

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1. Attached is a memorandum from the DD/S to the DDCI proposing the establishment of an Office of Computer Services along the lines of a recent presentation by [] to the Executive Committee. Also attached is a draft of a Notice on the establishment of this office. To refresh your memories, it should be recalled that the Agency has proliferating computer centers and the time is proper for some degree of centralization. On the other hand, it is not proposed to centralize simply for the purpose of centralizing, but for the purpose of economy and efficiency. Consequently, all of the computer centers will not be placed under this office at this time, WALNUT and NPIC being specifically excluded, and it is possible that in the future there will be other computer organizations not necessarily consolidated here. However, it appears essential that the Agency draw together those systems which can be utilized on a two or three shift basis in order to make the most efficient use of this expensive equipment. Finally, it should be understood by all components that the Office of Computer Services will operate on the same principle as the other support offices.

2. Your concurrence is requested. Please advise this office by not later than 22 June if you have any questions on the proposal.

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[]
Lyman B. Kirkpatrick
Executive Director

Attachments a/s

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Approved For Release 2002/05/07 : CIA-RDP83T00573R000400190015-5

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Proposed Mission and Functions
Statement for the Office of Computer Services

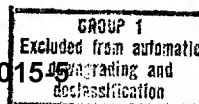
MISSION

The Director of the Office of Computer Services is responsible for directing and operating a CIA Computer Center in support of all Agency components and for providing policy and technical guidance and support for automatic data processing activities for the Agency at large.

FUNCTIONS. The Director, Office of Computer Services shall:

- (a) Provide, maintain, direct, and operate a computer center composed of a staff of professional and technical personnel and a complex of automatic data processing equipment.
- (b) Develop policy and procedures for control of systems design, programming, and operations.
- (c) In collaboration with potential consumers, perform systems analysis and design functions for computer systems and applications.
- (d) Develop procedures, write computer programs, and establish production schedules for computer processing.

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- (e) Evaluate and approve plans, proposals, and requests for computer services or equipment.
- (f) Develop and maintain records and statistics which reflect the Agency's total computer activity.
- (g) Maintain liaison and coordinate Agency relations with external governmental, industrial and professional organizations on matters related to computer activities.
- (h) Provide or assist with orientation and training in the automatic data processing field appropriate to the needs of the Agency.
- (i) Serve as the focal point within the Agency for the research and development of automatic data processing equipment and techniques.
- (j) Assemble, train, and develop a staff of computing personnel appropriate to the above functions and leading to a strong CIA capability in the computing field.

Draft

31 July 1963 -

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DD/S 63-2509
DD/P 3.2966

Executive Registry

63-44143

11 JUN 1963

MEMORANDUM FOR: Mr. L. B. Kirkpatrick, Executive Director

SUBJECT: Establishment of an Office of Computer Services

Reference: Your memorandum, same subject, dated 6 June 1963

1. Before I can come to a decision regarding the establishment of an Office of Computer Services, a number of detail questions need to be answered to satisfy certain reservations.

2. I have given my views on this matter to the CS member of the CIA Automatic Data Processing Committee, [redacted] The simplest procedure will be to discuss the functions of the proposed Office of Computer Services in the Automatic Data Processing Committee, and to obtain answers to as many details as possible in that forum.

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3. The CS requested a meeting of this Committee on 30 April 1963, but none has been called to date. The Committee was established "to provide Agency-wide guidance and authoritative screening for all aspects of data processing..."; I can see no reason why this far-reaching organizational proposal should not have a thorough airing in this group before it is submitted to the Deputies for approval.

4. All of us know from experience that if organizational decisions of this type are made without first answering the questions raised by personnel on whose good will the success of the scheme depends, we lay the groundwork for unproductive conflicts.

[redacted]

RICHARD HELMS
Deputy Director (Plans)

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6 June 1963

63-4411/2
DD/P 8-2916

MEMORANDUM FOR: Deputy Director/Plans
Deputy Director/Intelligence
Deputy Director/Research
Comptroller

SUBJECT : Establishment of an Office of Computer Services

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1. Attached is a memorandum from the DD/S to the DDCI proposing the establishment of an Office of Computer Services along the lines of a recent presentation by [] to the Executive Committee. Also attached is a draft of a Notice on the establishment of this office. To refresh your memories, it should be recalled that the Agency has proliferating computer centers and the time is proper for some degree of centralization. On the other hand, it is not proposed to centralize simply for the purpose of centralizing, but for the purpose of economy and efficiency. Consequently, all of the computer centers will not be placed under this office at this time, WALNUT and NPIC being specifically excluded, and it is possible that in the future there will be other computer organizations not necessarily consolidated here. However, it appears essential that the Agency draw together those systems which can be utilized on a two or three shift basis in order to make the most efficient use of this expensive equipment. Finally, it should be understood by all components that the Office of Computer Services will operate on the same principle as the other support offices.

2. Your concurrence is requested. Please advise this office by not later than 22 June if you have any questions on the proposal.

[]
Lyman B. Kirkpatrick
Executive Director

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Attachments a/s

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Executive Registry

63-4411

28 MAY 1963

DD/P 329/7

MEMORANDUM FOR: Deputy Director of Central Intelligence

SUBJECT : Establishment of an Office of Computer Services

1. Purpose

This memorandum proposes the establishment of an Office of Computer Services within the DD/S. Your approval of the recommendations in paragraph 5 is requested.

2. Facts

a. The Agency's automatic data processing (ADP) elements are today relatively decentralized. There are many independent machine elements, large and small, operating within the four Deputy Directorates.

b. In FY 64 the Agency plans to spend over six million dollars for machines and associated personnel. More than four hundred positions are now authorized to support such activities throughout the Agency. There are today five major independently operated computer centers in the Agency:

(1) The RCA 501/301 center under the Office of the Comptroller which supports the Comptroller and some selected Offices of the DD/S.

(2) The IBM 1401/1410 center (Project CHIVE) under the jurisdiction of the ADP Staff which supports the DD/I predominantly. The recently

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ordered IBM 7090 will be added to this center and will support the DD/I, DD/R, DD/S, and DD/P. An SDS 920 (small scientific computer) will be added to this center at the end of 1963 in support of DD/P projects.

(3) The IBM 1401/1410 center in the Records Integration Division, DD/P, which supports the WALNUT system.

(4) The UNIVAC 490 center under the Technical Intelligence Division, NPIC, which supports NPIC's photogrammetric requirements.

(5) The IBM 1401 under the Collateral Support Division, NPIC, which supports indexing and file maintenance tasks at NPIC.

c. The Agency's use of computer equipment is spreading. Many new requirements are emerging across the Agency; for example:

- A requirement exists for scientific computation in support of OSI's interest in such fields as trajectory analysis and telemetry analysis.

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- are seriously exploring the utilization of computers for language translation and automatic printing.
- DD/I anticipates considerable exchange of intelligence data on magnetic tapes with NSA and DIA.
- DD/R computer interests for ELINT analog analysis and OSA special project needs are already in the mill and growing.

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- COMMO has plans to employ computers for overseas cryptanalysis, and radio wave propagation studies.
- SECURITY has a pilot operation underway to test the efficacy of utilizing electronic computers for name indexing and searching.
- MED STAFF is studying the use of computers for automatic, remote analysis of EKG and EEG data.
- LOG is considering further refinements in its inventory control of supplies and equipment via computer techniques.
- PERSONNEL intends to increase its control over employee qualifications data and fitness reports.
- A DD/P special project is now using computer support in its developmental phase. Once operational, the computing requirement for this project is expected to be large.

d. These expanding requirements will lead to a proliferation of computer centers throughout this Agency in the absence of a strong central computing support facility to meet such needs.

3. Discussion

a. During the past 12 years, CIA machine activities have developed along lines of separate and independent punch card installations in providing support to operational components. While this policy was reasonable in the context of punch card machines, it must be seriously questioned where computers are

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concerned. Strong pressures for centralization result from the introduction of large computer systems into any organization because computer systems are expensive, their effective utilization requires a high order of professional specialization, and their applications tend typically to cross organizational lines. CIA is today experiencing such pressures for centralization.

b. We have reached a crossroad and should decide now whether to continue to develop separate computer installations or establish a policy which will encourage consolidation of human and hardware resources whenever practicable.

c. Because of the advantages that are possible through consolidation, I feel the Agency should adopt a policy of pooling general purpose computer equipment and skills to the maximum extent possible, --exceptions outside the central structure to be tolerated only to the extent that they are essential to the performance of a highly specialized and exclusive function.

d. The creation of an operating Office of Computer Services will concentrate professional expertise in one place, thus making it possible to offer the best talents the Agency can muster to serve all parts of the organization impartially. It will more readily promote the exchange of computer techniques and applications permitting knowledge gained on one problem to be advantageously applied to another. It will encourage the development of professionalism in the data processing field by affording unified supervision of personnel, and permitting application of uniform standards of selection, performance, and career progression.

e. Consolidation of general purpose computer resources will also offer the Agency greater

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equipment flexibility, ensure compatibility of equipment where compatibility is a significant factor, and accelerate full equipment utilization.

f. There are three major computer components in the Agency today which individually serve the needs of more than one Deputy Directorate and whose consolidation would constitute a strong first step towards realizing some of the advantages of centralization. These components are:

(1) ADPS (DD/S) - providing professional computer advisory services to all components and charged with the DD/S computing development program.

(2) ADPD (Comptroller) - dividing its business-type computer time equally between the Comptroller and selected DD/S elements.

(3) Project CHIVE (DD/I) - serving the DD/I primarily but, through the addition of the large scientific computer (IBM 7090), soon to serve all four Deputy Directorates.

g. The WALNUT and NPIC systems are specialized and relatively self-contained and do not lend themselves to general purpose computer applications. They are, it appears to me, proper exceptions to consolidation. There may be other equally unique requirements for electronic equipment which will be surfaced for exception as our experience grows and the state of the electronics art progresses.

4. Conclusions

a. The Agency should adopt a policy of pooling general purpose computer equipment and related systems, programming, and operating personnel to the maximum feasible extent.

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b. An Office of Computer Services for CIA should be established within the DD/S, vice the ADP Staff, to serve all elements of the Agency, as appropriate.

c. The implementation configuration of the Office of Computer Services should consolidate the functions, hardware, personnel, and budgetary authorizations now assigned to ADPS (DD/S), ADPD (Comptroller), and Project CHIVE (DD/I).

5. Recommendations

It is recommended that you authorize:

a. The consolidation of all general purpose computing resources under a Director of Computer Services (DD/S).

b. The creation, effective 1 July 1963, of an Office of Computer Services within the DD/S with responsibilities and resources as indicated in this memorandum and its attachment.

c. The change in organizational title of the Automatic Data Processing Staff to the Office of Computer Services.

d. The transfer to the Office of Computer Services of the Automatic Data Processing Division, Office of the Comptroller, including functions, equipment, and personnel and budgetary authorizations.

e. The transfer to the Office of Computer Services of Project CHIVE from the DD/I, including functions, equipment, and personnel and budgetary authorizations. (This transfer to include the recently approved IBM 7090 scientific computing program which is evolving within the CHIVE context but is a CIA-wide program.)

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f. The issuance of the draft Agency Notice (attached) which implements these recommendations.



L. K. White
Deputy Director
(Support)

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Attachment:
Draft of Agency Notice

The recommendations contained in paragraph 5 are approved:

Marshall S. Carter
Deputy Director of Central Intelligence

(Date)

DDS/ADPS:JB:gem (24 May 63)

Distribution:

Original (Pls retn to DD/S--C/ADPS)

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- 2 - DD/S (Iw/h) w/att
- 1 - DD/I w/att
- 1 - Comptroller w/att

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This Notice Expires 1 July 1964

ORGANIZATION

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DEPUTY DIRECTOR (SUPPORT)
OFFICE OF COMPUTER SERVICES

1. The CIA Automatic Data Processing Staff is hereby abolished and there is established in its stead an Office of Computer Services under the organizational jurisdiction of the Deputy Director (Support).
2. The Office of Computer Services will direct and operate the general-purpose computer resources of the Agency and provide managerial and technical guidance for automatic data processing activities for the Agency at large, including electronic computers, punch card electrical accounting machines, machine input devices, and associated systems and programming.
3. The functions, equipment, personnel and funding authorizations of the following components are hereby transferred to the Office of Computer Services effective 1 July 1963.
 - a. Automatic Data Processing Division, Office of the Comptroller.
 - b. Project CHIVE, DD/I (including the IBM 7090 scientific computing program).
 - c. Automatic Data Processing Staff.

MARSHALL S. CARTER
Lieutenant General, USA
Deputy Director of Central Intelligence

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